



St Elizabeth's School and Children's Home

Admissions Policy

Person Responsible:	Director of Education
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St Elizabeth's School and Children's Home is committed to providing a high quality learning environment, which ensures all our students receive the best possible learning opportunities.

Content page:

Page 1:	Content page
Page 2:	Aim of the policy The School and Children's Home Mission Statement
Page 3:	Procedures for visits Application process Assessments
Page 4:	Assessments continued Admissions Panel Admissions criteria
Page 5:	Admissions criteria continued Transitions Moving on
Page 6:	Quality monitoring External Quality Monitoring Appendix 1 - The Right of Appeal Appendix 2 – Admissions Flowchart

The aim of this policy is to set out the values, principles and procedures for which an application of admission to St Elizabeth's School and Children's Home is considered and to:

- Ensure that all the procedures stated in this policy are carried out effectively.
- To ensure that the School and Children's Home is aware of the expectations of both the funding authority and parents so the School and Children's Home can assess if these expectations can be reasonably met.
- To ensure that the School and Children's Home has up-to-date and full knowledge of any prospective pupil to enable an effective assessment of their needs to be carried out.
- To ensure opportunities for 'information gathering' to enable staff to be prepared for a pupil / students admission to the School and Children's Home.
- To ensure a smooth and successful transition to the School and Children's Home.

THE SCHOOL AND CHILDREN'S HOME MISSION

St Elizabeth's is a charitable Catholic School and is continuing the Vision of the Daughters of the Cross of Liege, who for over 100 years at St Elizabeth's Centre, have been providing Education, Care and Health Support to vulnerable people recognising them to be unique individuals who should be valued.

The School and Children's Home welcomes young people of any or no denomination according to their Statement of Special Needs / Education Health Care Plan. We work closely with families, young people and local communities to ensure that we meet individual religious, cultural and spiritual needs. The School and Children's Home caters for students who present with a profile of complex learning and medical needs including epilepsy, autism and associated social and communication difficulties, moderate and severe learning difficulties.

The leadership team works to ensure the core values are known by all and permeate through education and care delivery. All policies and procedures are person centred in approach. The admission process is non-discriminatory; all applications are viewed in line with the admission criteria. The core values of the School and Children's Home are in line with our charitable ethos and they are those of compassion, respect, trust and justice.

In keeping with the mission, ethos and core values of St Elizabeth's School and Children's Home, the Admission Policy reflects the principle of meeting individual needs whenever possible. To do this, careful assessment, good planning and communication are essential in order to ensure individuals obtain services identified as appropriate for their needs and that any decisions about moving into the service are based on informed choice.

The School and Children's Home has clear procedures for applications and assessment which involve relevant professionals, prospective students and

those who support them. All placements are subject to written confirmation of funding and agreed terms of contract.

1. Procedures for visits

- 1.1 Visits to the School and Children's Home may take place throughout the School academic year.
- 1.2 Informal visits to the School and Children's Home enable parents / guardians and funding authorities to view what the School and Children's Home can offer and how it could potentially meet the needs of a prospective student. It is at the discretion of the parents / carers and Admissions Officer as to whether it would be suitable for their child / young person to attend the initial visit. These visits are organised with the Admissions Officer at a mutually convenient date and time.
- 1.3 The visit is led by the Admissions Officer.
- 1.4 Referrals can be made with and without an initial visit, although a visit is recommended.

2. Application process

- 2.1 If parents / guardians and / or the Local Authority wish for their / a child to be considered for a placement, they will be requested to send copies of the proposed / final Education Health Care Plan (EHCP), plus any other relevant documentation specific to the needs of the young person. This documentation will then be sent to the Director of Education and / or the Head of School for consideration.
- 2.2 Once an Education Health Care Plan and / or consultation paperwork has been received this will be screened by the Admissions Officer and details are entered onto our database.
- 2.3 The Admissions Officer will notify the parent / carer, if appropriate, or referrer once in receipt of the supporting documentation and advise as to when the case will be discussed with the Director of Education and Head of School.
- 2.4 Once this process has commenced, written notification is required if any part of the consultation is to be changed or withdrawn for any reason.

3. Assessments

- 3.1 The Director of Education, Head of School and Admissions Officer will screen all Education Health Care Plans and consultation paperwork and make a decision as to whether to proceed with an initial education assessment.

- 3.2 St Elizabeth's Centre are only able to accept Local Authority and Clinical Commissioning Group consultation referrals. We are unable to accept parent / carers referrals, unless they are within the tribunal arena.
- 3.3 Initial education assessments will be undertaken by either the Director of Education or Head of School and will inform the next stage. Note:
 - If the student is not in attendance at a placement, a home visit in exceptional circumstances can be arranged, this is subject to a detailed risk assessment. In some circumstances an invitation to attend St Elizabeth's School and Children's Home can be made.
- 3.4 The Director of Education, Head of School, Admissions Officer and Registered Care Manager will reconvene to discuss the assessment outcome and if appropriate the second stage of the assessment will be arranged.
- 3.5 The second stage is the overnight multi-disciplinary team assessment which is conducted at St. Elizabeth's Centre within the Children's home.
- 3.6 Once all elements of the assessment have been completed the Admissions Panel will reconvene.
- 3.7 If the outcome is determined that an offer of a placement is not possible, there is the Right to Appeal. The Appeal procedure is contained in Appendix 1 of the Admissions Policy.
- 3.8 It must be noted that St Elizabeth's School and Children's Home reserves the right to refuse a placement if it considers that in meeting the needs of the young person, the physical or emotional well-being of other students could be exposed to unreasonable risk.
- 3.9 The Admissions Panel may agree to admit a young person on a time constrained temporary placement. This will enable us to assess in more detail the viability of a long term placement. For example, if a young person has been unable to access an education provision for an extended period of time or where circumstances for the young person have led to the School and Children's Home being unable to access relevant information.
- 3.10 Once the Local Authority has confirmed in writing the funding, then the placement will be confirmed and a start date agreed, with all parties involved.

4. Admissions Panel.

- 4.1 The Admissions Panel consists of the Director of Education, Head of School, Admissions Officer, Registered Care Manager, Therapy Lead and Clinical Lead. The panel meet on a fortnightly basis and additional meetings can be convened at the discretion of panel members.
- 4.2 During the Admissions Panel the Admissions Officer will give an overview of the prospective student's needs and the multi-disciplinary team will feedback their assessment outcomes.

- 4.3 The Admission Panel will formalise the placement offer, including associated costs and level of resourcing. If the Panel decision is to not progress with the placement offer the Admissions Officer will apply the decision flowchart accordingly.
- 4.4 The Admissions Officer will notify the parent / carer and prospective learner of the panel's decision within 5 working days.

5. Admissions criteria

- 5.1 Evidence of 'learning potential' or capacity to learn and supportive assessment information that indicates the student will benefit from the curriculum available.
- 5.2 Evidence that the Funding Authority support the application to St Elizabeth's School and Children's Home.
- 5.3 Evidence that the School and Children's Home can meet the specific identified needs as stated within the Education, Health and Care Plan of the student by providing specialist facilities, resources and staff as appropriate.
- 5.4 Supportive evidence from key stakeholders and placing authorities that St Elizabeth's School and Children's Home is the most appropriate choice to meet the student's needs; to include Education, Health, Therapy, Care and Wellbeing.
- 5.5 St Elizabeth's will determine if Safeguarding procedures have been instigated in the past from relevant and appropriate professionals. If it is assessed that by admitting a student others may be put disproportionately at risk, the placement is likely to be declined.
- 5.6 Appropriate support and funding is in place from placing authorities.
- 5.7 Evidence (From the Residential Care Assessment), that any accommodation offered meets the social compatibility needs of the students and / or students with whom they will live.

6. Transitions

- 6.1 Any transition process which takes place must be agreed with all parties involved and with the best interest of the student at the centre of any process which takes place.
- 6.2 The School and Children's Home will hold an initial review meeting after the commencement of placement with the family and outside agencies to consider and review how the placement is going. This will enable all to discuss how the student has settled into St Elizabeth's School and Children's Home and highlight any issues that may have arisen during the initial period. The funding matrix and level of support will also be reviewed at this stage if necessary.
- 6.3 Further meetings will be scheduled throughout the year to review progress of the individual and to support successful transition outcomes.

Placement Breakdown

In exceptional circumstances it may be necessary to bring a placement to an end. This may be, for example, due to the changing needs of the student and a different type of provision is required or due to a serious escalation in behaviours which deplete the School and Children's Home's ability to safely and effectively support the student. Further information can be found in the Exclusions Policy.

St Elizabeth's School and Children's Home Admissions Policy proactively promotes the Equality Act, Care Act and Mental Capacity Act playing a key part in the assessment process.

Quality monitoring

In order to monitor the effectiveness of our systems, St Elizabeth's School and Children's Home will undertake a quality improvement evaluation on an annual basis.

The impact of the policy will be monitored by:

- Application process, including unsuccessful applicants.
- Retention and success of learners
- Appeals
- Compliments and complaints

The quality improvement of this document will be carried out by:

- Head of School
- Registered Care Manager
- Governing Body

and will be presented to the Governors at the first meeting following the renewal date.

The Clerk to the Governing Body will attend selection panel meetings to record proceedings and to ensure that selection criteria are followed.

EXTERNAL QUALITY MONITORING

External quality monitoring of this document is carried out via routine inspection visits from Ofsted and Local Authority Commissioning bodies in line with their regulatory frameworks and cycles.

January 2019.